

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
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May 1, 2000

EMS TRANSMISSION  
Information Bulletin No. BC-2000-086

To: State Directors, Colorado, Montana, Utah and Wyoming

From: Director, National Business Center

Subject: Quality in Contracting Surveys

DD: 5/31/2000

Each year, the Department of the Interior (DOI) requires Bureaus to perform functional reviews of approximately 25 percent of their acquisition offices under their Quality in Contracting (QUiC) Program. The review consists of two separate phases for each office. As you know, the Washington Office (850) has selected your state for review during Fiscal Year 2000. This IB provides information on phases one and two of the survey portion of acquisition management reviews.

**Phase One.** Under the first phase, surveys are completed by your State procurement analyst, procurement employees, and employees who receive procurement services. There are three separate QUiC surveys:

1. Procurement Managers Survey - To be completed by the State Procurement Analyst.
2. Employee Survey - To be completed by all Procurement Employees.
3. Customer Survey - To be completed by employees who receive services from your procurement personnel.

Note for item 3 above: A minimum 30% response from State and Field Office employees who receive services from your procurement personnel is desired. The customer survey allows for the assessment of up to three procurement offices, if serviced by:

1. The District or Field Office for acquisitions up to \$25,000;
2. The State Office for acquisitions up to \$100,000; and
3. The National Business Center for acquisitions in excess of \$100,000.

The three surveys are located on the DOI Internet. The address is as follows:

<http://www.doi.gov/pam/quic/quicksurvey1.html>

The identity of those who respond and complete the survey is never revealed. The following Procurement Managers can provide your procurement employees and customers with the user name and password (by e-mail) to access the appropriate survey:

<u>State Office</u>	<u>Manager</u>	<u>Telephone number</u>
CO	Judy Goff	(303) 239-3677
MT	Mary Clark	(406) 896-5205
UT	Ray Holmes	(801) 539-4172
WY	Kermit Johnson	(307) 775-6058

Results from the survey will include a 360-degree balanced scorecard in eight performance areas that include the following:

- ☛ Timeliness;
- ☛ Value;
- ☛ Procurement professionalism;
- ☛ Meet mission goals;
- ☛ Management/Leadership;
- ☛ Regulatory compliance;
- ☛ Automated acquisition and reporting systems; and
- ☛ Innovation.

The results for your organization will be compared to your FY 1998 QUiC survey to measure improvements. The FY 1998 results were provided in Information Bulletin No. 98-177. The FY 1998 results are also posted on the BLM Acquisition Home Page at <http://web.blm.gov/natacq/>.

**Your surveys need to be completed by no later than COB May 31, 2000.**

**Phase Two.** In phase two, an on-site review of the procurement function at the State Office and selected Field Office locations will be conducted by a team composed of representatives from the Washington Office, National Business Center, and State Office Acquisition Staff from another State. The results from the completed phase one surveys identified above will be incorporated into the review process for the appropriate state organization. The schedule for these on-site reviews has been established as follows:

<b>STATE</b>	<b>REVIEW DATES</b>	<b>FUNCTION</b>
MT	June 12 - 16	Acquisition and Property Management
UT	June 26 - 30	Acquisition and Property Management
WY	July 10 - 14	Acquisition and Property Management
CO	July 24 - 28	Acquisition and Property Management
CO	July 17 - 28	Finance

The States to be reviewed during FY 2000 will be notified by separate memorandum with additional details and information regarding the on-site review.

If you have any questions regarding this Information Bulletin, please contact your State Procurement Analyst, or Dave Wunder at the National Business Center, 303-236-9424.

Signed by:  
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